

## End User Procedure for Capturing PA Preferred Pennsylvania-Produced Agricultural Products Procurement Information in SRM

In accordance with [Executive Order 2010-03](#), all agencies under the Governor's jurisdiction that purchase agricultural products (as defined by the Executive Order) shall, to the extent permitted by the laws and agreements of the United States and the Commonwealth of Pennsylvania and so as not to trigger the reciprocal preference laws of other states, purchase Pennsylvania-produced agricultural products when available at competitive prices.

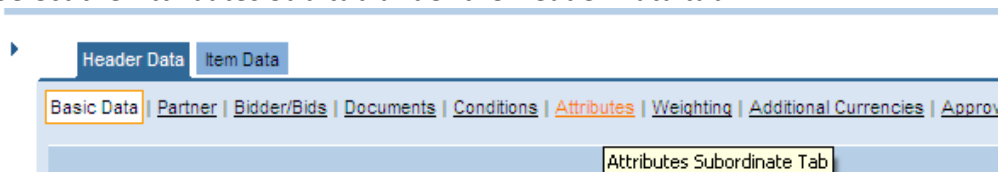
### Part I: Executive Order 2010-03 Reporting requirements.

Agencies are required to provide a report to the Department of Agriculture describing the types, quantities and costs of each agricultural product purchased and each Pennsylvania-produced agricultural product purchased. To assist with meeting the reporting requirements of the Executive Order a process has been developed to enable purchasers to capture this information electronically on SRM procurements.

### Part II: Electronically Capturing PA Preferred Agricultural Products (PAPAP) procurements in SRM.

**Solicitations:** Agency purchasers must complete the following steps for all applicable solicitations.

1. Add the PA-Preferred Agricultural Products attribute to your solicitations. This is not a mandatory attribute and should only be used when applicable.
2. Select the Attributes Sub-tab under the Header Data tab.



3. Select the down arrow next to the Group field and select PAPAP and then select the Start button.

A screenshot of the 'Add Attributes' form. At the top, there are three buttons: 'Propose', 'Find', and 'Create'. Below these is a section titled 'Find Attributes'. It contains several input fields: 'Name of Attribute', 'Description', 'Type of Attribute' (with a dropdown arrow), and 'Also Local Attributes' (with a checkbox). To the right of these fields are 'Product Category' (with a dropdown arrow) and 'Group' (with a dropdown arrow). Below the 'Group' dropdown, there is a list of options: 'COSTARS Group', 'Mandatory Attributes', 'BMWBO (MBE/WBE)', and 'Test Do not use'. At the bottom left of the form is a 'Start Search' button.

4. Check the box next to the PAPAP attribute and click the Add Attributes button.

Search Result

<input type="checkbox"/>	
<input checked="" type="checkbox"/>	DOES SUPPLY AND ENTER T REFER TO IFB

REFER TO SPR

Add Attributes

5. Attach Executive Order 2010-03 to the solicitation.
6. Complete the solicitation following standard procurement policy and procedure.

**Purchase Orders:** Agency purchasers must complete the following steps for all applicable SRM Purchase Orders.

1. Select the Item Data tab.

Create Purchase Order

FPDS-NG Records Management Start Document Builder Order Hold Check Change Display Delete Refresh

Output Preview Download Upload



Purchase Order Name: Test PO for a PA Preferred Ag Product Number: 4300262620

Header Data **Item Data**

Add Shopping Cart Item

Number of Shopping Cart: Start Search Item: Add

2. Scroll to the right and click on the Details icon.

Net Price	Required on	Assigned to	Action
0.00 USD	<input type="text"/>	<input type="text"/>	
0.00 USD	<input type="text"/>	<input type="text"/>	

3. On the next screen scroll down to the Manufact. Field.

Catalog

Contract

Vendor Product Number

**Manufact.**

Manufacturer Part No.

Tax Code

Tax Amount: 0.00 USD

4. In the Manufact. Field type the acronym PAPAP to represent a “PA Preferred Agricultural Product”.

**Important Note:** For reporting purposes this acronym must be typed exactly as shown in this EUP and must be done on every applicable line item within a purchase order.

Contract	<input type="text"/>	<input type="text"/>	
Vendor Product Number	<input type="text"/>		
Manufact.	<input type="text" value="PAPAP"/>	<input type="text"/>	
Manufacturer Part No.	<input type="text"/>		

5. Complete the purchase order following standard procurement policy and procedure.

### Part III: Using Business Warehouse to extract PAPAP procurement information.

Users can access this information via the Business Warehouse. Users should execute the **SRM PO Overview** report to capture the required data: Order Quantity, Order Value, Product Description, Date of Order, Supplier Name, and Supplier Number. Users should add the Manufacturer Name to the report to enable them to filter the report results by those Purchase Orders in which the PAPAP indicator was entered.

This report executed as detailed in this procedure meets the requirements of Executive Order 2010-03 and can be submitted to the Department of Agriculture on or before January 1 of each year.

SRM PO Overview				
Calendar day	1/1/2000..12/31/2011	Product Category		Query Techni
Catalog		Product Descrip		Changed At
Contract ID		Purchasing Gro		Status of Dat
Contract Item Numb		Purchasing grou		Current User
Manufacturer Name		Purch. Org. (BBF		Last Refresh
Manu. Part Number		Purchasing org.		Key Date
Material group		SC Item Numbe		
Plant		SC Number		
PO Item Number		Transaction Typ		
PO Number	4300003877	Vendor		
PO Processing Stat		Key Figures		
Product		Order Quantity		
To view Pcard orders, you must remove any filters on Purch. Group (3 digit p. group). Pcard orders only contain the BBP P. Group (5000* numbers).				
Vendor	Manufacturer Name	Order Quantity	Net Order Value	Net Price
ASAP SOFTWARE	PAPAP	1.000 EA	\$100.00	\$100.00

For more instructions on running BW reports see the [BW Procurement Reporting Course](#) material on the DGS Training website.

END